

Coordinator: Invasive Species Awareness Month

IPAW is soliciting resumés for Coordinator of the June 2007 Invasive Species Awareness Month.

Coordinator Duties: Coordinator will be responsible for organizing an Invasive Species Awareness Month for June 2007 with a focus on the impacts of invasive species on Wisconsin's public and private forests. Coordinator will meet with interested partners to garner support and involvement in the Awareness month. Coordinator will be responsible for working with the Invasive Plants Association of Wisconsin (IPAW) and the Wisconsin Council on Invasive Species (WCIS) and the Governor's office. Coordinator will work closely with IPAW and WCIS Education committee. Responsibilities for the June 2007 Invasive Species Awareness Month include:

- Work with Governor's office to proclaim June 2007 Invasive Species Awareness Month.
- Fulfill broad goals, including updating the Awareness Month website, coordinating events, and distributing news releases to media.
- Provide coordination and leadership of a steering committee to address invasives issues in Wisconsin Forests, and to conduct outreach on these issues during June 2007. This includes presentations to targeted audiences and a school art contest.
- Coordinate four Woodland Field Days for woodland owners, forest managers and legislators at various locations throughout the state.
- Coordinate the recognition of individuals and organizations for their contribution to the prevention or eradication of invasive species that harm Wisconsin's forests with the Invader Crusader Awards.

Coordinator will, to the extent possible, summarize the June 2007 activities and provide the Governor's Council a report on the impact of the Awareness Month on various audiences including number of field trips, workshops, presentations and press releases. Coordinator will provide suggestions for improving the awareness month and provide any existing information to the Council to assist with the coordination of any future awareness months. Coordinator will also be responsible for documenting in-kind match from partners for all activities. Coordinator will complete interim and final grant reports for funding agency.

Skills/Experiences Desired: Coordinator should have environmental education and natural resources background, as well as familiarity with the issues of invasive species and forest management. Coordinator must be a well-organized leader with strong oral and written communication skills. Coordinator must be able to work well with a diverse group of individuals and organizations.

Contract Award: The contractor will receive \$10,500.00 in 4 lump sums: \$3,000 upon start and \$2,500 on January 31, 2007, April 30, 2007 and upon completion of contract.

Contract Length: October 1, 2006 to August 1, 2007

Position Location: Contractor must be located in the state of Wisconsin; exact location flexible.

Send resume (email or mail), three references, and letter of application, by August 31, 2006, to:

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